

IDAHO MODULAR BUILDING ADVISORY BOARD MEETING

Monday – July 16, 2007 – 9:00 A.M.

**Division of Building Safety
Board Conference Room
1090 East Watertower Street
Meridian, ID 83642**

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

The meeting was called to order by Administrator Kelly Pearce at 9:00 a.m. on Monday, July 16, 2007.

Board Members Present:

Markus Alley
Robert “Chuck” Bleth
Wayne Hanners
Rick Murdock
Ken Roche

Board Members Absent:

None

DBS Staff Members:

Kelly Pearce, Administrator
Roger Gabel, Deputy Attorney General
Jack Rayne, Building Bureau Chief
Tom Rodgers, M.H. Program Supervisor
Al Caine, Licensing & Compliance Manager
Lisa Stover, Plans Examiner

Steve Keys, Deputy Administrator, Operations
Eric Fieldstad, Deputy Administrator, Administration
Arlan Smith, Plans Examiner
Melinda Doan, Technical Records Specialist
Brandee Pasborg, Office Specialist 2
Renee Bryant, Administrative Assistant

Introductions were made by the board members and Division staff.

◆ **Organizational Chart**

Kelly Pearce addressed the Division’s organizational chart. The chart, along with the names of the DBS Boards and board members, and a statistical report of the Division’s activities, is part of their Strategic Plan brochure.

◆ **Introduction to How Boards Function**

Roger Gabel gave a brief overview of the functions and duties of the board members, as well as Roberts Rules of Order and the layout of board packets and agendas.

In the future, the Division will create a Board Training Program. The program will better educate board members on the protocol and functions of the boards.

The 2007 version of the Idaho Open Meeting Law manual was distributed to the board members.

◆ **Board Support Staff**

Renee Bryant gave a brief synopsis of the functions of the board support staff. It was recommended, for the record, that everyone identify themselves prior to speaking during the meetings.

♦ **Review Legislation**

Jack Rayne distributed, then expounded on a one page document explaining the Building Bureau's primary services. Mr. Rayne addressed Senate Bill 1155, explaining the functions and responsibilities of each chapter.

♦ **Board Authority/Rule Promulgation/Legislation Process**

This Board has rule-making authority; however, the Board's primary responsibility is to advise the Administrator and Administration on the enforcement of the chapter.

Roger Gabel gave a basic outline of the rule/legislative process. The process for a new/updated rule to become effective can take up to one (1) year from its conception

♦ **Contract Inspections**

The agency was tasked by the Legislature with conducting a trial for contractor inspectors. The Division will be able to contract with former third party inspectors. The agency is currently pursuing an agreement with the city of Pocatello, having them conduct modular inspections at the plants in their area.

♦ **Financial Report**

Eric Fieldstad explained the Division's financial report. The Building fund contributed the fees for the start-up of this Board.

♦ **Meeting Schedule**

Legislation calls for one meeting on the first of July of every year, or soon thereafter. The Board decided to discuss future board meeting dates at their August 13th meeting.

♦ **Presentation of DPW/CAS/Plan Review**

CAS – The agency is reviewing bids for the major remodeling of their computer system, Customer Access Service (CAS). It is anticipated the system will be on-line between the first to middle of 2008.

DPW – Kelly Pearce briefly discussed the Governor's proposal to move Public Works under the Division of Building Safety.

Plan Review – The agency has made some adaptations to the plan review program; reducing and simplifying the process.

♦ **Election of Officers**

Chairman

MOTION: Rick Murdock made a motion to nominate Ken Roche as Chairman. Marcus Alley Seconded. All ayes, motion carried. Roll Call Vote: Chuck Bleth-yes, Marcus Alley-yes, Rick Murdock-yes, Wayne Hanners-yes.

Vice Chairman

MOTION: Marcus Alley made a motion to nominate Rick Murdock as Vice Chairman. Robert Bleth seconded. All in favor, motion carried. Roll Call Vote: Marcus Alley-yes, Robert Bleth-yes, Wayne Hanners-yes.

Secretary

MOTION: Wayne Hanners made a motion to nominate Marcus Alley as Secretary. Rick Murdock seconded. All in favor, motion carried. Roll Call Vote: Robert Bleth-yes, Wayne Hanners-yes, Rick Murdock-yes.

ACTION: The Secretary of the Board will create and submit to Administrator Kelly Pearce a Certification of Election.

♦ **Discussion of Draft Rules**

The agency compiled and reviewed, for the Board's consideration, the modular building industry rules from the Building Code Board rules. All rules are existing and currently in place. The agency asked the Board to promulgate a rule restating the current fees in Idaho Code 39-4303.

MOTION: Rick Murdock made a motion to keep the fee schedule consistent as to the legislation, including the \$47.00, until further review. Wayne Hanners seconded. All in favor, motion carried.

♦ **Set Date for Next Board Meeting**

MOTION: Rick Murdock made a motion to have the next board meeting on Monday, August 13th at 9:00 a.m. at the Division's Meridian office. Chuck Bleth seconded. All in favor, motion carried.

MOTION TO ADJOURN: Chuck Bleth moved to adjourn the meeting. Rick Murdock seconded. All in favor, motion carried.

Meeting adjourned at 1:30 p.m.

KEN ROCHE, CHAIRMAN
MODULAR BUILDING
ADVISORY BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE